



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20020066

OPEN: 01/28/02

CLOSE: 02/11/02

POSITION VACANT: Systems Accountant, GS-510-5/7/9. Salary ranges from \$26,527 to \$48,227 per annum.

PROMOTION POTENTIAL: Systems Accountant, GS-510-13.

LOCATION: Office of Budget, Finance and Award Management, Division of Financial Management, Systems Development & Review Section, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

AREA OF CONSIDERATION: NSF-Wide. This position is open to NSF candidates with competitive civil service status as well as candidates eligible for appointment under special noncompetitive appointing authorities.

DUTIES AND RESPONSIBILITIES: At the full performance level, the incumbent:

- Reviews and evaluates the accounting systems to determine the need for revisions or new systems. Evaluates total financial management accounting systems within a broad area of assignment by studying the accounts, reports, or procedural instructions and any legislative and program background pertaining to the accounts or operating program.
- Analyzes current and/or required accounting systems to design new or improved systems. Designs major revisions to a complete accounting system. Tests computer software developed by the Division of Information Systems. Prepares plans for implementing new programs and procedures.
- Prepares instructions and guidance in the implementation and operation of accounting systems. Prepares instructions for a wide variety of accounting systems.
- Creates reports, procedures, and interactive queries to respond to approved user requests for one time or unique financial information, both from within DFM and throughout the Foundation. Recommends changes in report specifications to enhance the usefulness of the information.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. **U.S. CITIZENSHIP IS REQUIRED.** Applicants at any grade level must meet one of the following basic requirements: A) a bachelor's degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. B) A combination of education and experience – at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting courses of appropriate type and quality. This can include up to 6 hours of business law; 2) A certificate as Certified Public Accountant, obtained through written examination; or 3) Completion of the requirements for a degree that included substantial course work in accounting, e.g., 15 semester hours, but that does not fully satisfy the 24-semester hour requirement, provided that a) the applicant has successfully worked at the full performance level in accounting; b) a panel of at least two higher level professional accountants determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study; and c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements or one full year of graduate level education or superior academic achievement at the graduate level, i.e., a GPA of 3.0 or higher. In addition, to qualify **for the GS-7 level**, candidates must possess at least one year of specialized experience which is directly related to the position and equivalent to the **GS-5 level**, or one full year of graduate level education or superior academic achievement at the undergraduate level, i.e., a GPA of 3.0 or higher. To qualify for the GS-9 level, candidates must possess at least one year of specialized experience which is directly related to the position and equivalent to the GS-7 level, or 2 full years of progressively higher level graduate education leading to a master's degree or master's equivalent graduate degree. **Time-in-Grade Requirement:** For GS-7, applicants must have completed one year of service in a position no lower than the GS-5 level. For the GS-9, applicants must have completed one year of service in a position no lower than the GS-7 level.

QUALITY RANKING FACTORS:

1. Knowledge of automated systems design practices and limitations to describe systems specifications and requirements to computer programmers and software specialists.
2. Knowledge of generally accepted accounting principles and practice.
3. Ability to analyze accounting systems or to modify and adapt conventional accounting and analytical techniques to solve a variety of accounting problems.
4. Ability to deal tactfully with other employees to implement revised policies and procedures and/or, to discuss changes relating to the automated accounting system.
5. Ability to communicate information and present ideas both orally and in writing to others.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a Notification of Personnel Action (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20020066. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER